Shelby County Government

Joe Ford
Interim Mayor

March 30, 2010

Mr. Paul Boyd
Human Resources Manager
District Attorney General's Office
201 Poplar Avenue
Memphis, TN 38103

RE: Classification Review

Dear Paul:

We have completed our review of specific job positions in your office and enclosed are supporting documents of the review. This letter serves to summarize the review findings.

Inasmuch as Attorney General employees are not Shelby County employees, the County's obligation to maintain a salary budget for Attorney General staff is not part of the County's civil service system and the positions are considered unclassified. In reviewing current staff positions of 'legal investigator' and comparing the positions with similar positions throughout the Tennessee Judicial Conference, it has been determined that the following better defines pay grades and titles for salary budget purposes:

AG- Criminal Investigator I
     Grade 43   MIN $29,676   MID $35,611   MAX $41,546

AG- Criminal Investigator II
     Grade 49   MIN $39,425   MID $47,310   MAX $55,195

AG- Special Judicial Agent
     Grade 51   MIN $43,466   MID $52,159   MAX $60,852

This is based on job responsibility information submitted by your office and information obtained by our staff regarding pay ranges in Nashville, Chattanooga and Knoxville (see attached). In addition, the above pay grades for the 'criminal investigator' jobs practically mirror the eleven step progression for the classification mandated by the legislature and seem adequate to address the pay levels you intend to adjust. The 'AG-Special Judicial Agent' will be the supervisory position for your criminal investigation staff.

We will utilize these grades and titles, unique to the Attorney General's Office, when staff is added to the Attorney General's County salary budget. You have indicated budget availability for pay adjustments. The County finance department should be able to advise you of next steps.

Please call if you have additional questions.

Sincerely,

Michael Lewis
Human Resources Administrator

Enclosures